



The seal of James City County, Virginia, is circular. It features a sailing ship on the water, with the text 'James City County' around the top and 'Jamestown 1607' at the bottom. The number '217' is prominently displayed in the center of the seal.

UTILITY OPERATIONS ADMINISTRATOR

DEPARTMENT: James City Service Authority/Utility Operations

NATURE OF WORK:

Plans, manages and supervises the James City Service Authority (JCSA) Utility Operations Division which encompasses all water production and wastewater collection facilities and their supporting infrastructure. Performs complex technical and administrative work while overseeing and directing all relevant operations, development and fundamental requirements of the JCSA's utilities. This is a professional level management position with significant and broad ranging accountability.

Duties are performed under the managerial direction of the JCSA's General Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, manages and coordinates the Division concerning all activities involved in the operation, maintenance and repair of waterworks and wastewater collection facilities to include all associated infrastructure.

Develops and implements programs and policies pertaining to equipment repair, replacement and acquisition.

Establishes policies and procedures and assists Superintendents with development of detailed logistical plans for specific program implementation. Determines and develops budget needs, specifications and requirements to meet the Utility Operations Division's goals and objectives. This includes financial, human, physical and technological resources.

Provides supervision to the Utility Operations Division, which includes sectional personnel; initiates personnel actions such as hiring, performance evaluation, counseling, training and discipline.

Performs a variety of administrative duties including preparation of reports, correspondence and record keeping; provides guidance and management for the development and operation of an automated maintenance management record keeping system for the Division.

Reviews plans and specifications participating in the overall plan review process and develops recommendations for modifications to existing facilities, infrastructure and proposed new facilities.

Serves as the JCSA's Training Coordinator and is responsible for the development and implementation of safety programs and procedures, equipment training and certification and operational procedures for departmental personnel. Ensures proper training and compliance with the departmental safety procedures, OSHA and VOSH. Establishes quality control procedures for the JCSA's training program to include evaluation of instruction.

Responds to citizens' questions, complaints and concerns relating to wastewater and potable water quantity and quality.

Responds to emergency calls at all hours and performs other related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties require work in an office setting, at various facilities, in confined space and job sites throughout the County. Drives JCSA vehicle to work sites. Required periods of extended sitting, standing, and waling outdoors to inspect work sites. Requires working during all hours of the day and during periods of inclement weather. Operates computer, radio and telephone.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of engineering practices, maintenance, construction methods relating to the design, construction and operational requirements of water production and wastewater collection facilities which will include all associated infrastructure. Must possess the ability to read and interpret blueprints.

Considerable knowledge and experience with maintenance management procedures and operations relating to facility maintenance to include a working knowledge of pumping equipment, diesel prime movers, three-phase power production units and an understanding of electrical theory and functions.

Thorough knowledge of the theory and practice of modern utility systems;an understanding of warehouse operations to include a working knowledge of the associated logistical support requirements of a utility service organization.

Ability to formulate and administer budgets; establish priorities relating to manpower utilization and equipment requirements; ability to prepare and maintain reports, records, and financial accounting; must have the competence to concurrently handle a wide variety of projects.

Must possess a comprehensive knowledge of all related safety laws, practices, and procedures (OSHA and VOSH); extensive knowledge of State and Federal requirements relating to utility facilities and associated infrastructure.

Ability to establish and maintain an effective and courteous working relationship with County employees, private contractors, vendors, regulatory agency representatives and the public.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in civil or mechanical engineering preferred and extensive experience in the supervision, installation, operation, maintenance and repair of water/wastewater systems or any equivalent combination of acceptable education and experience providing the knowledge, abilities and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.

Must possess the ability and tolerance to function in an environment that requires the use of respiratory protection devices, i.e., respirators both canister and airline types, and self-contained breathing apparatuses. The incumbent for this position will maintain their ability to fulfill all requirements for the JCSA's Respiratory Protection Program.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Utility Operations Administrator Position Number 217
Department James City Service Authority (JCSA) Division Utility Operations

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others: must have ability to convey technical meanings
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- ☐ Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Position requires operation of automation equipment, i.e., computer, printers, etc.

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull				✓			✓		
Hold/Carry				✓			✓		

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
- ☒ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other _____
- ☐ Not essential to job function

Stairways

- ☒ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other _____
- ☐ Not essential to job function

Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☒ Other As many as 25
- ☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand		✓						✓	
Sit				✓				✓	
Walk	✓						✓		
Run									

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☒ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)
☐ Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			